NAVY PERSONNEL COMMAND

Bureau of Naval Personnel

ACTIVE OFFICER PROMOTIONS (PERS-80)

SCOPE OF BRIEF

- STATUTORY BOARDS
- ADMINISTRATIVE BOARDS
  - DUINS
  - CO/XO Screening Board
  - Enlisted Boards

Officer Promotion Plan

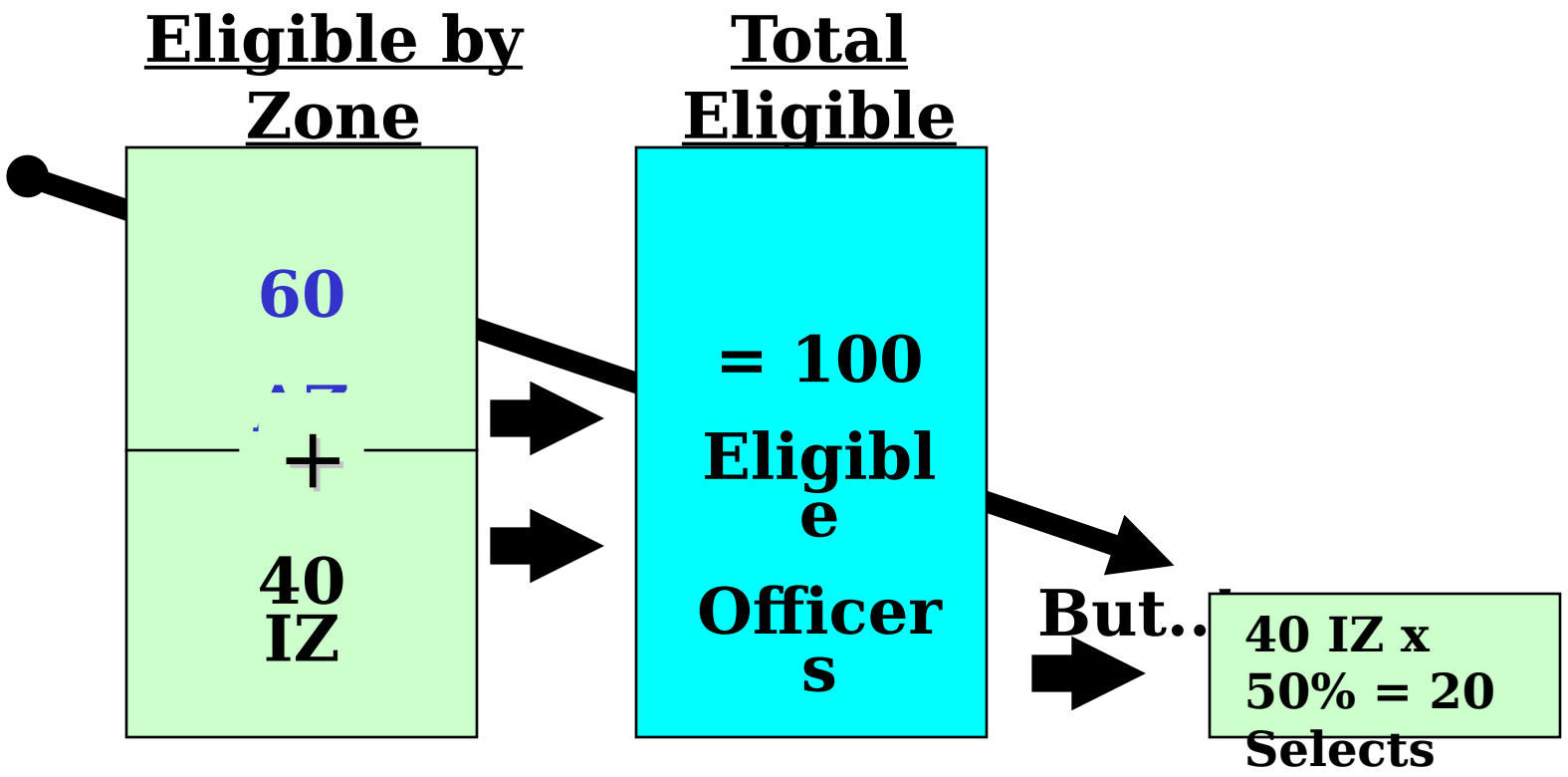
- Completed by Promotion Planners in Washington (OPNAV-13) with input from community managers
  - a 5-year plan used to estimate endstrength requirements and promotion opportunities
  - only current year is fixed - outyears subject to change as needed to manage endstrength

- Percentage to Select by Pay Grade and Board
  - (MC, NC, MSC, DC)

Promotion Opportunity

- **Opportunity:** "**Chance**" of selection (determines zone size)
- **Selection Rate**: % of all officers selected for promotion
  - Includes officers selected from above/in/below the zone
  - Max Below Zone Legal Limit: 15% / Navy Policy 10%
  - Above Zone: No limit
- **Flow Point**: Average years of service when an officer is promoted (paid) to the next grade.

Promotion Opportunity



Help, I'm in zone! What do I do now?

- **Order michrofiche online at www.bupersaccess.navy.mil (Effective 1 Oct CD rom)**
- **View OSR/PSR online at www.staynavy.navy.mil**
- **Check everything in your record -- if not there, send to the board.**

Maintaining Your Record

- **Check for:**
  - **Regular FITREP Continuity**
  - **Awards**
  - **Photo in current Grade**
  - **Education Information**
  - **Service Schools**
  - **Special Qualifications (AQDs)**

Letters to the Board

- **Not needed if your record is ready (recommend 30 days prior)**
- **Don’t send volumes -- keep pertinent**
- **Don’t send anything you don’t want the board to discuss! If you provide it, they can talk about it…**
- **Does not update your permanent record**

Board Correspondence
(Up to Board convening date)

Letter to Board:

- Addressed to Board President from the eligible officer
  - May include anything eligible officer feels should be included in board deliberations. Use discretion!!!
- Normally used to forward Letters of Recommendation
- **Fitness reports** (usually included in Letter to Board)
  - Validated by appropriate NPC authority

No third party correspondence

Board Recorder Week

STARTS ONE WEEK PRIOR TO BOARD

- Manual Reviews *(DONE AS A COURTESY TO ELIGIBLE!)*
  - Regular Fitreps for the last five years
  - Check that OSR/PSR accurately reflects fitrep grades and awards
  - Verify Awards / Education
  - Check photo for in current grade
- Messages sent for missing fitreps only!

YOUR PERFORMANCE IS UNKNOWN IF YOUR RECORD IS NOT UP TO DATE!!!

BOARD COMPOSITION

4 Community Members & 1 URL (minimum)

- **1 HCA**
- **1 CCS**
- **1 HCS**
- Minority, Female, Reserve

Typical Board Flow

- Members report
  - Review Precept
  - Take Oaths
  - Recorders Admin remarks and briefings
- Members split into specific boards
- Members review and grade records in boardrooms
- Members brief and vote records in tank
- Review, grade, brief and vote until number of tentative selects equal the number authorized.

Precept Letter

- Membership, Date, and Location
- Selection Standard
- Authorized Percentage to Select
- Show Cause Determination
- General Procedural Guidance
- Skills Guidance
- Equal Opportunity
- Board Reports
- Oaths

Cover Detail pages

prev F/E | next F/E | cov | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

NAME

OFFICER SUMMARY RECORD

YG 79 DATE PROC: 120498 SEQ.NUM: 0744

SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF.SERV.DATE	FOR BOARD USE
		1320	570310	41		

PROM HISTORY: DATE OF RANK	CAPT.	CDR	LCDR	LT	LTJG	ENS	WARRANT
		940801	890601	▸830601	810530	790530	

PRESENT DUTY STATION

NSAWC

HAND PICKED N6

PRESENT BILLET

TRA PLN AVFLGT

EDUCATION

COLLEGE	DATE/LEVEL	MAJOR	LANG PROF	SUB-SP
NWC NPT RI	91 MASTER	FRGN AFF STRG GEN		0028G
SALVE REGI	90 MASTER	MANAGMNT		
CITADEL	79 BACH/1 PR	MATH		

SERVICE SCHOOLS ATTENDED

COURSE:	AV SAF COMMAND		NAVWC COMD STF	
DATE/WKS:	9402	01	9006	42
COURSE:	SLATS			
DATE/WKS:	8701	02		
COURSE:				
DATE/WKS:				

ACTIVE DUTY BASE DATE	PREVIOUS MIL SERVICE:	YEAR	MONTHS	HIGHEST RATE/GRD
790512				

REMARKS

E-2 C.O. ALWAYS ABOVE THE PACK, COMMUNITY LEADER, RECOMMENDED FOR FRS C.O. BY BERNIE SMITH.

3
A

PERSONAL DECORATIONS

MER SVC MDL 01
AIR MDL S/F 03
NAV COM-V 03
NAV COM 04

SELECTED FOR JUNIOR SERVICE COLLEGE
SELECTED FOR SENIOR SERVICE COLLEGE

5
A

UNDERWAY QUALS, JPME-READY FOR JOINT.

CMD
E2C expert
Post Grad
IZ

SPECIAL QUALIFICATIONS

1.CARAEW E2C
2.AVIACDRCMD
3.CDO UNDRWAY
4.JPME PHASE1
5.NFOTRA ATDS
6.
7.
8.
9.
10
11
12

LPH/LHA/PHILBRON

BONUS SELECT

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OFFICER SUMMARY RECORD

NAME: DESIG: 1320 PAGE 2 OF 3

GRADE	STATION	DUTY	RPT DATE	#MOS	REPORTING SENIOR		SPECIF PERF 1 0 1 2 3 5 7 0	COMPARISON 1 0 1 2 3 5 7 0	DESIRABILITY 1 0 1 2 3 5 7 0	PROMOT E P N	TRAITS 1 0 1 2 3 5 7 0	REMARK
3	VAW 120, CARAEWRON	AIC	0186	04	SPRAGUE J W	6	1 _3	3 _1	_5	/1 1	_6	RG
3	VAW 120, CARAEWRON	DIVO	0486	05	KRAFT C M	5	1 _2	_1	_5	/1	_6	RG
3	CARAEWRON ONE TWO	ASSIST	0986	04	ESEMAN T S	5	1 _3	1 _1	_5	/7	_6 CMd	RG
3	VAW 127, CARAEWRON	OPS	0187	13	COOPER W J	5	1 _3	1 _0	5	/7	6 CMD	RG
3	VAW 127, CARAEWRON	AOPS-A	0288	06	COOPER W J	5	1 _3	_9	_5	/7	_6 CMD	RG
4	VAW-127, CARAEWRON	SAFETY	0788	10	PACENTR ILLI L	5	1 _3	_1	_5	1/1	_6 VAW CMD	RG
4	NAVWARCOL NEWPORT	STU-DU	0789	11	KURTH R J	F	- - - - - - - - - - - - - -	- - - - - - - - - - - - - -	--- ---	- - - - - - -	RG
4	VAW-120, NAS NORFO	NFOSTU	0690	02	LANG T C	5	- - - - - - - - - - - - - -	- - - - - - - - - - - - - -	--- ---	- - - - - - -	RG
4	VAW-123	CVW-1	0990	02	BOWMAN M L	6	1 _3	_3	_5	1/3	_6 CMD	CF
4	VAW-123	ASUW O	0990	02	MAURER M L	5	- - - - - - - - - - - - - -	- - - - - - - - - - - - - -	--- ---	- - - - - - -	RG
4	VAW-123	CVW-1	1190	06	BOWMAN M L	6	1 _3	_1	_5	1/1	_6 CMD	CF
4	VAW-123	OPERAT	1190	12	MAURER M L	5	1 _3	4	5	4/4	6 MAJ CMD	RG
4	VAW-123	MAINTE	1191	13	WINSLOW M J	5	1 _3	_4	_5	1/4	_6	RG

3 of 18 LT's

#1 of 200 do's selected as HAWKEYE of the year

3 of 12

Top Lcdr in Squadron

Leader of ASUW team

Difference between 1 and 4 hardly discernable

MY BEST MISSION CDR

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NAME(LAST,FIRST,MIDDLE) — DESIG/RATE — SSN — DATE OF REPORT: 12/04/98

1320

PAGE 1 OF 1

PG	STATION	DUTY	DATES	#MOS	REPORTING SENIOR NAME	PG	TITLE	TRAITS 1	2	3	4	5	AVERAGES RPT	CUM	PROMOTION SP	PR	P	MP	EP	RPT TYPE
	VAW-126	COMMAND	090195		ZELIBOR T		COM	0	0	0	2	5	4.71	7				X		MAJ CMD
O5		ING OFF	041296	7	E	O6							4.60	4.59	0	0	3	1	2	RG
	VAW-126	CO AFLO	041396		MOFFIT M		COMMAND	0	0	0	3	4	4.57	7				X		MAJ CMD
O5		AT	100396	6	G	O6	ER						4.57	4.61	0	0	3	1	2	RG
	NAVSTKAIRW	N6 DEPT	090197		SMITH B J		COMMAND	0	0	0	1	6	4.86	0				X		MAJ CMD
O5	ARCEN FA	HEAD	071798	11		O8	ER						4.85	0.00	0	0	2	1	1	RG
	NAVSTKAIRW	C4I/C2W	100396		SMITH B J		COMMAND	0	0	0	0	7	5.00						X	
05	ARCEN FA	DH	083197	11		08	ER								0	0	0	0	1	RG

CLF SILVER ANCHOR WINNER

TR BG Battle Mgt expert

Hand picked for this assignment

ALWAYS ABOVE THE PACK AS C.O., AND ALWAYS RANKED.

Detail pages

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NAME(LAST,FIRST,MIDDLE) — DESIG/RATE — SSN — DATE OF REPORT: 03/15/99

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PG	STATION	DUTY	DATES	#MOS	REPORTING SENIOR NAME	PG	TITLE	TRAITS 1	2	3	4	5	AVERAGES RPT	CUM	PROMOTION REC SP	PR	P	MP	EP	RPT TYPE
	VAW 120	STURP	041495		CLARK F N		CO													
O3			011296	9		O6		-	-	-	-	-	- - -	- - -	- -	- -	- -	- -	- -	RG
	VRC-30	COMM OF	012096		SALOMON F		CO	0	0	1	6	0	3.86	46			X			
O3		F	080896	7	L	O5							4.22	4.20	0	0	11	7	5	RG
	VRC-30	COMM OF	080996		SHAFFERVA		CO	0	0	6	1	0	3.14	19			X			
O3		FICER	013197	6	NARIA L	O5							3.25	4.30	0	0	9	6	4	RG
	VRC-30	LSO	020197		SHAFFERVA		CO	0	1	2	4	0	3.43	51			X			
O3			112097	10	NARIA L	O5							4.20	4.31	0	0	11	7	5	RG
	VRC 30	DET SAF	112197		ASHER B W		CO	0	3	2	2	0	2.86	25		X				
O3		ETY OFF	013198	2		O5							4.06	4.30	0	1	10	6	5	RG

Reporting Senior's Cum Averages are a snapshot in time

EXIT

NAME

OFFICER JOHN Q

OFFICER SUMMARY RECORD

YG 92 DATE PROC: 072501 SEQ.NUM: 0001

0001

SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF.SERV.DATE	FOR BOARD USE	
098765432		6180	580209	42			
FROM HISTORY: DATE OF RANK	CAPT.	CDR	LCDR	LT 951201	LTJG 931201	ENS 911201	WARRANT

PRESENT DUTY STATION

CINCPACFLT PH H1

PRESENT BILLET

MGT INFO SYS/S

EDUCATION

COLLEGE	DATE/LEVEL	MAJOR	LANG PROF	SUB-SP

SERVICE SCHOOLS ATTENDED

COURSE: LDO/CWO INDOC
DATE/WKS: 9201 04

COURSE:
DATE/WKS:

COURSE:
DATE/WKS:

FEMALE

ACTIVE DUTY BASE DATE	PREVIOUS MIL SERVICE:	YEAR	MONTHS	HIGHEST RATE/GRD
790605	N	79	150	DSC

PERSONAL DECORATIONS

NAV COM 03
NAV ACHV 03

REMARKS

SEA DUTY...

SUSTAINED PERFORMANCE

CONTINUING EDUCATION

"BEST OOD...."

"COMMAND POTENTIAL..."

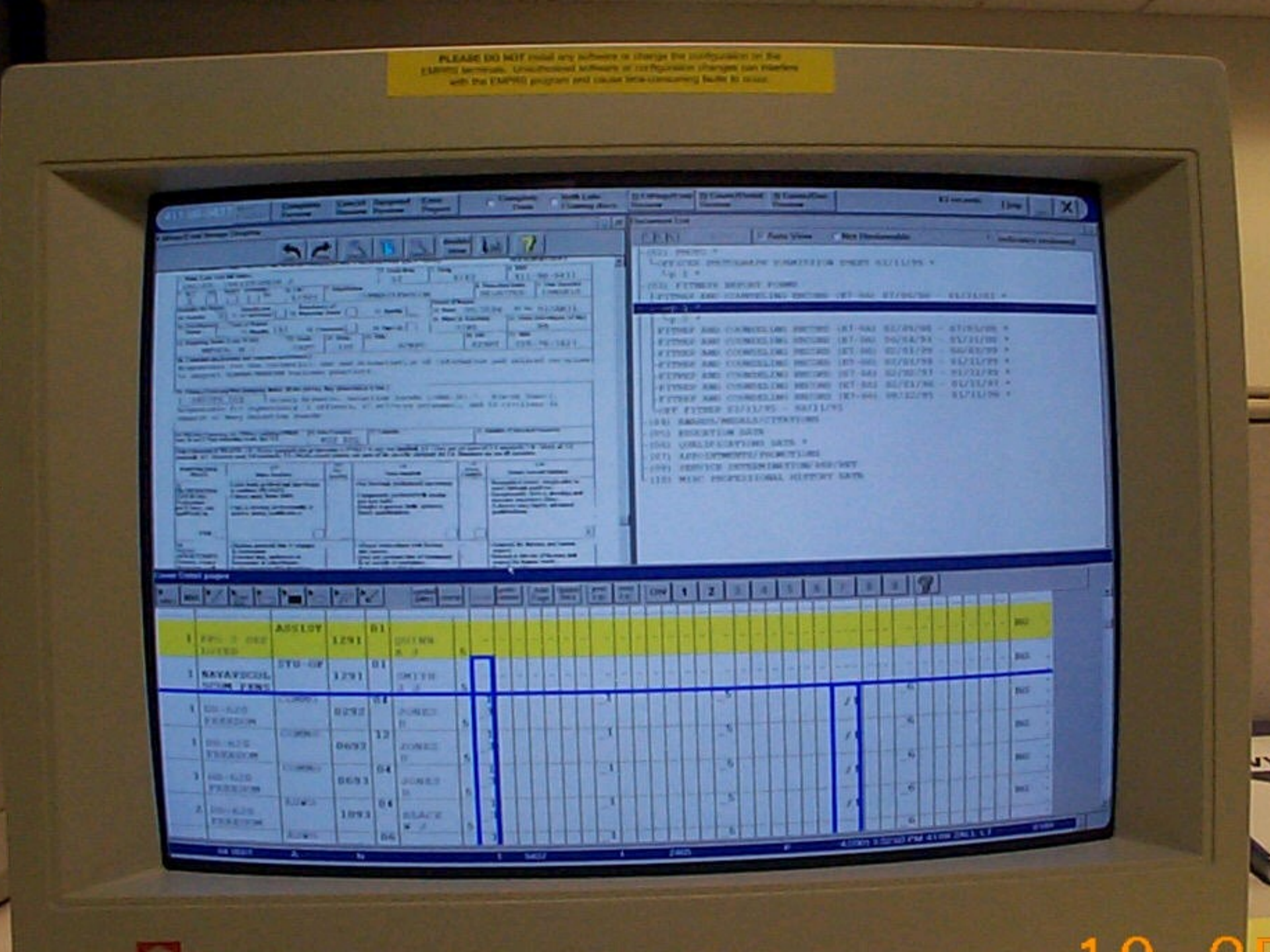
PACK *

PRESS 100 NOW

SPECIAL QUALIFICATIONS

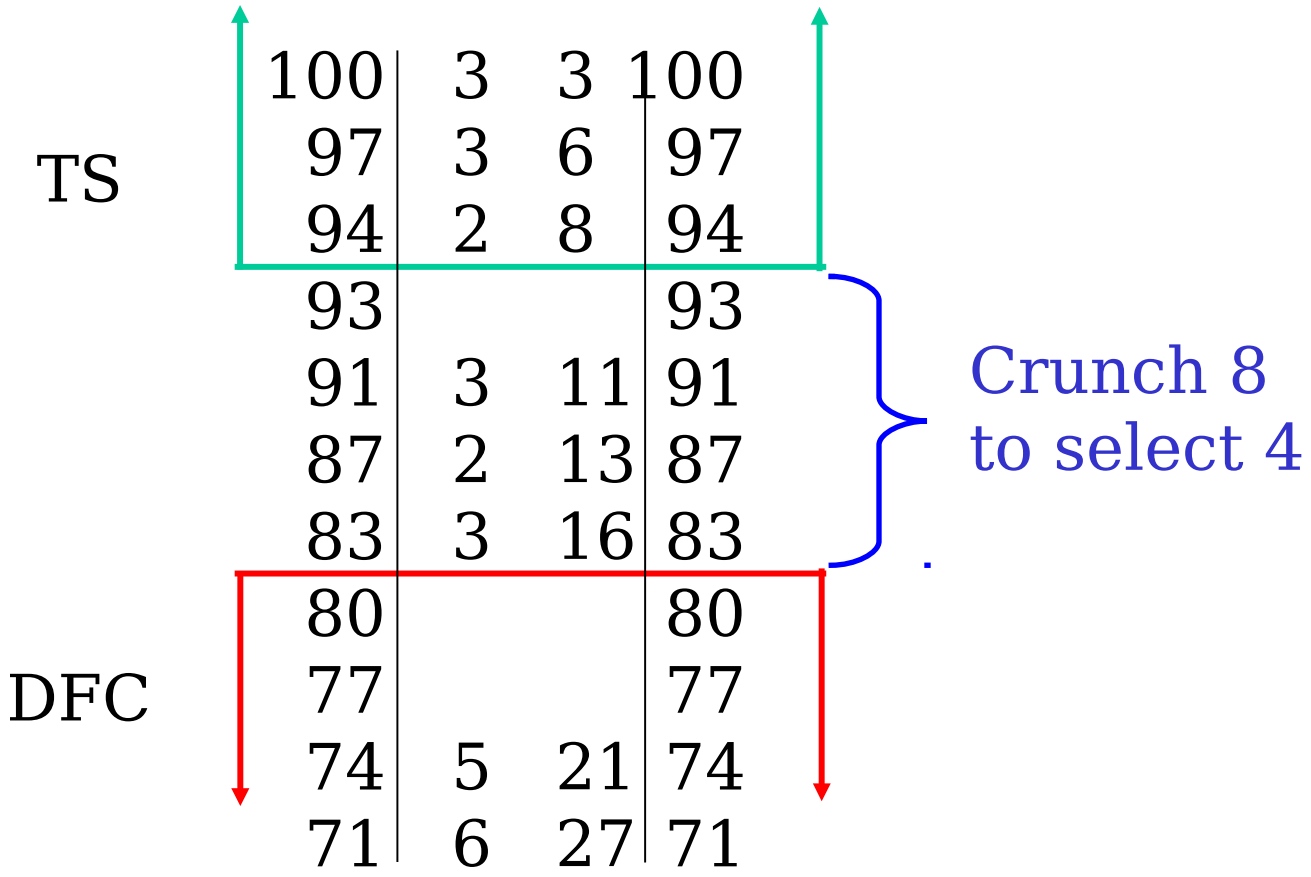
1. SURF WAR
2. C4 OPS
3. NTDS TAO
4. OOD FLEET
5. OOD INDEP
6.
7.
8.
9.
10
11
12

OFFICER SUMMARY RECORD


PLEASE DO NOT install any software or change the configuration on the
EMPRO terminals. Unauthorized software or configuration changes can interfere
with the EMPRO program and cause time-consuming faults to occur.

100
75
50
25
0
RESET

SCATTERGRAM



Full Record Review & Brief (AZ/IZ only)

- Random distribution to ensure impartiality
  - First Review - Random
  - Second Review - by same designator, if first review was not
- Member reviews all fitreps, etc -- annotates highlights on OSR/PSR for tank
- Grades record
- Briefs record in tank

Vote to Brief
(Below Zone Records)

- OSR / PSR projected with no annotations
  "NAKED BRIEF" - No scrub by Recorders
- Initial vote is either 100 (Yes) or 0 (No)
- Required number of 100 votes is determined by majority vote after all records are projected
- BZ records are added to the first crunch for review and a full brief
- BZ eligibles don't incur a failure of selection

FITREP Observations

- Write your FITREP for a board member Writing FITREPS is an art, master it.
- Include career milestones
  - Rank in peer group
  - Awards
  - Don’t use job specific language/acronyms
  - Warfare Qualifications
  - future billet / promotion recommendations
- If 1/1 get ranked out in narrative

FITREP Observations

- Pay attention to Promotion Recommendations. Trend to the right.
- Pay attention to your averages and RS averages.
- Earn a “KISS” goodbye

FITREP Observations

- Avoid NOB FITREPS for long periods of time at the wrong time. Get LTRs from Program Directors as substitutes or bullets on the back of your NOB FITREPS
- Say what needs to be said…..board members struggle with “what message is the reporting senior trying to send?”
- Wow the reader of the FITREP

Promotion Observations

- Performance in competitive jobs is the number **ONE** indicator of success - past and future
- Hard jobs are better
- Filling in blocks of OSR is very good:
  - Additional quals
  - Masters/Advanced Degrees
  - Subspecialties

Written Comments (Block 41)

A recent Reporting Senior wrote:

"Read this carefully…the rules force me to make him only a Must Promote. He is an Early Promote! He is rated against another O-X who I anticipate will be promoted. Joe's turn is next. Joe would truly be number one in any other setting."

Written Comments (Bloc 41)

Reporting Seniors who do give “EP Kisses” goodbye should explain philosophy in narrative:

“Please note it is not m personal philosophy to give EP Kisses goodbye. This should not be viewed as a negative mark, LT Smith is an outstanding officer who deserves to be promoted.”

Written Comments (Block 41)

Reporting Seniors who readjust their average should explain in narrative:

"Please note while it may appear that this is a declining FITREP, it is not. I am simply readjusting my average. LT Smith is well above my new RS average of 3.6. He is an outstanding officer and deserves to be promoted at the earliest opportunity."

Written Comments (Block 41)

Translate clinical skills into Leadership traits:

"LT Smith's clinical skills are impressive, he is sought out patients and staff, his leadership skills are just as impressive. Juggles the multiple demands of being a staff provider both clinically and administratively with these ease usually seen in more seasoned providers."

Written Comments (Block 41)

A recent Reporting Senior wrote this bullet:

"Lacking situational awareness, he failed to compartmentalize between personal and professional issues..... engaged in crude, socially unacceptable behavior and frequently spoke before thinking, compounding his poor oral communication skills."

Written Comments (Block 41)

Opening:

"My #1 LT regardless of designator. Ranked as the # 1 EP"

Closing:

"He has my strongest endorsement and recommendation for positions of increased responsibility. LT Smith is already performing at the level of most senior LCDRs, promote him at the earliest opportunity"

Recommendation for Promotion

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote
42. INDIVIDUAL					X	
43. SUMMARY	0	0	1	23	15	9

OR??

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote
42. INDIVIDUAL						X
43. SUMMARY	0	0	0	0	0	1

Recommendation for Promotion

Don’t send mixed signals!

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote
42. INDIVIDUAL	0	0	0	0	X	0
43. SUMMARY					2	

OR??

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote
42. INDIVIDUAL	0	0	0	0	1	X
43. SUMMARY						1

Mentoring

- WE are all Medical made up of one team with one overall mission, Let’s start taking care of each other.
- Take the time to learn the system and share your knowledge.
- Your competition should be the person staring back at you in the mirror, Just do your best!!

RUMOR CONTROL

- The Fitness Report System is going away? Yes or No
- Answer: Yes and No – To find out more go to:

  www.persnet.navy.mil/pers8/PERS-81/TFE/
- Implementation date for new Performance Appraisal System is is Jul 04

NAVY PERSONNEL COMMAND

QUESTIONS??